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5041-102

Phone No.

OPTIONAL FORM 41 (Rev. 7-76)



MEMORANDUM FOR: Director of Communications

Director of Financial Management Director of Information Technology

Director of Logistics

Director of Medical Services

Director of Personnel Director of Security

Director of Training and Education

FROM:

R. M. Huffstutler

Deputy Director for Administration

SUBJECT:

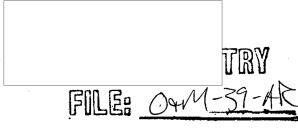
Recommendations from the Overtime Task Force

I have approved the attached six recommendations submitted by the Directorate Overtime Task Force that were briefed during our offsite conference on 30 October 1989. With a concentrated effort, I believe we can achieve the goals which have been established and reverse the trend in our overtime expenditures. To ensure visibility for this important effort, monthly reports on expenditures will be provided directly to you as well as to your representative on the Task Force.

R. M. Huffstutler

Attachment

25X1



STAT

SERET

SUBJECT: Recommendations from the Overtime Task Force

RECOMMENDATION #1:

That each DA Office pursue as a goal a dollar reduction in overtime costs from 1989 levels as indicated below:*

OFFICE	<u>FY 89 OT</u> Expenditures	% Reduction	1990 Goal
ODDA		15%	
OC OFF		5%	
OFM OIT		15% 15%	
OL		5%	
OMS		5%	
OP		15%	
OS		15%	
OTE		15%	
TOTALS			
Budgeted Amount U			

^{*}Figures may be adjusted when the Security Escort Program is established as an independent contractor operation.

APPROVED:

25X1

Deputy DirectoFV for Administration

Deputy DirectoFV for Administration

Date

STAT

SUBJECT: Recommendations from the Overtime Task Force	
RECOMMENDATION #2:	
That the DA Overtime Task Force remain in existence throughout Fiscal Year 1990 to provide statistical information and guidance to Offices to assist them in meeting their goals and to provide periodic reports to the Deputy Director for Administration.	·
APPROVED:	
Deputy Director of Mor Administration Date	STAT
Deputy Director of Mor Administration Date	
RECOMMENDATION #3:	
That the DA Offices incorporate into their management and supervision courses guidance and emphasis on supervisor's responsibilities regarding their management of personnel resources and overtime expenditures.	
APPROVED:	
Deputy Director Offor Administration Date	STAT

3

SUBJECT: Recommendations from the Overtime Task Force RECOMMENDATION #4: That the Office of Logistics identify an upcoming office move scheduled for night time or weekend hours that can be accomplished during regular office hours, accomplish the move, and provide the DA with a statistical analysis of overtime expenditures saved as a result. APPROVED: **STAT** Deputy Director for Administration RECOMMENDATION #5: That the Overtime Task Force conduct a thorough evaluation of the Office of Security memorandum OS 89-3152 entitled "Office of Security Efforts to Reduce Overtime," provide recommendations to the Deputy Director for Administration for proposals to be implemented and track implementation. (Proposal contains bottom line savings of approximately 3.5 million.) APPROVED: **STAT** Deputy Director for Administration

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SUBJECT: Recommendations from the Overtime Task Force

RECOMMENDATION #6:

That the Office of Personnel establish a Security Escort Program as an independent contractor operation with a single rate of pay.

APPROVED:

Deputy Director f/b / Administration

16 200 89
Date

STAT

SUBJECT: Recommendations from the Overtime Task Force

ORIG:EXA/DDA

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